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ESA Orientation Booklet

U.S. Department of Labor
Employment Standards Administration

Regional Edition

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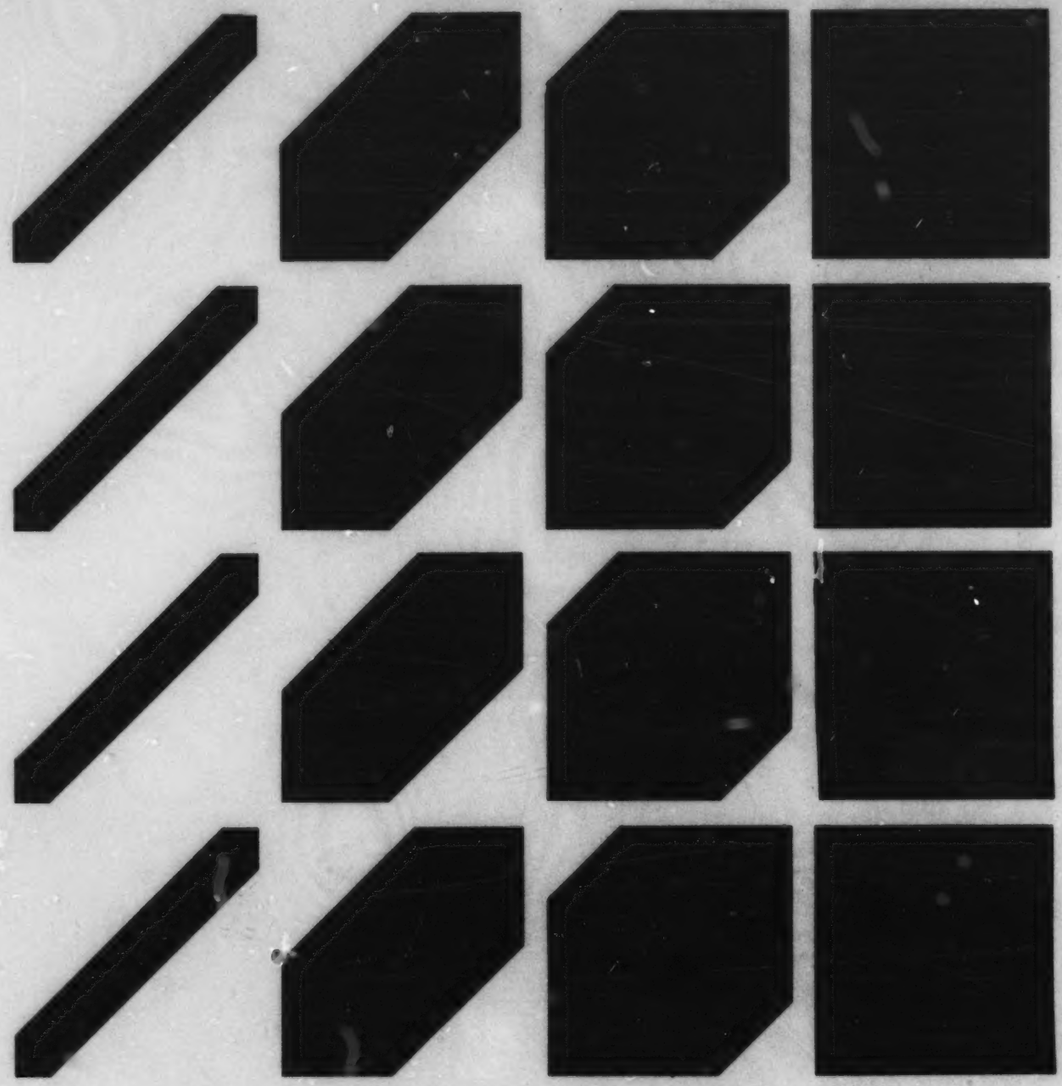

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ESA ORIENTATION BOOKLET
REGIONAL EDITION

December 1985
Branch of Training
and Development

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INTRODUCTION

The Employment Standards Administration (ESA) welcomes you to the Department of Labor (DOL).

This booklet has been prepared to help you quickly become familiar with the Department and the ESA. It covers the functions of the DOL and ESA, and the services available to employees. This booklet is not an official policy guide but a brief outline of information to help you as a new employee get an overview of the topics covered.

The information in this booklet is divided into seven sections plus a Review at the end. The sections present information on DOL and ESA followed by exercises. The Review has a set of true and false questions and one problem to solve.

The exercises require you to recall what you have read. They are designed to help you understand the information presented. After completing the exercises, you should compare your answers with those on the next page. These exercises are for your use only, no one will see them but you. You may refer back to the readings if necessary.

The Review is designed to help you remember the information that you read on the preceding pages. After you have finished the review part take your answers to your supervisor. He/she will check them to make sure the booklet has successfully provided you with key items of information a new ESA employee needs to know. Your supervisor will clarify any points that you did not get clear. Also, any additional questions that you may have can be answered at this time.

It should take you approximately an hour to complete the booklet.

Please begin reading now.

FUNCTIONS OF THE DEPARTMENT OF LABOR

The U.S. Department of Labor (DOL) was created mainly to: 1) promote the welfare of wage earners; 2) improve their working conditions; and, 3) advance opportunities for profitable employment. The U.S. Department of Labor and its wide-ranging activities touch the lives of all Americans.

The functions of DOL are wide and varied. The Department was created mainly to protect the rights of the nation's work-force. The Department of Labor provides a variety of services and information to workers, employers, teachers, students, business people, government officials and others. Some of its functions are:

1) Helping people find jobs.
2) Sponsoring training for those who need it.
3) Strengthening free collective bargaining.
4) Enforcing the minimum wage laws.
5) Keeping track of changes in wages and prices, and reporting any changes that affect the worker.

Most workers today are protected by safety and health legislation enforced by the Department of Labor. The Department also administers laws developed to provide unemployment insurance, workers' compensation, and pension protections for many U.S. workers.

Not all Americans share in the nation's economic and social progress. Some are currently victims of poverty, inadequate education, discrimination and changing technology. These are special groups which include: minorities, youths, the handicapped, veterans, and women. The DOL funds training and job development programs and also enforces laws that prohibit discrimination on the basis of race, sex, religion and national origin in hiring or promotion. The Department of Labor enhances job security of people in these groups by enforcing laws that were developed to protect them.

The Department of Labor is comprised of several agencies which address the needs of the nation's working people and other groups. The main agencies and their activities are:

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) -- OSHA was established by Congress to help make the American workplace as safe and as healthful as possible. The agency issues and enforces workplace safety and health standards. It also uses and encourages training, education, consultation, employer-employee-government cooperation, state programs, and, in general, a cooperative atmosphere to achieve the aim of Congress.

EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) -- ETA's responsibilities cover: (1) training programs, including the Job Training Partnership Act (JTPA), which prepares unskilled and dislocated workers for productive employment; (2) the network of state employment service offices, which helps place people in jobs; and (3) income maintenance for those who lose their jobs through no fault of their own.

MINE SAFETY AND HEALTH ADMINISTRATION (MSHA) -- MSHA is concerned with preventing accidents and illnesses in the nation's mines. The agency works with management and labor to promote safe working conditions and strong safety and health training programs. Its methods include inspection, consultation, accidents investigation, education, information dissemination, and technical assistance.

OFFICE OF LABOR-MANAGEMENT STANDARDS (OLMS) -- Labor unions, employers and labor relations consultants must file reports with this agency. Unions must meet election and financial requirements enforced by OLMS.

OFFICE OF PENSION AND WELFARE BENEFIT PROGRAMS -- This office administers and enforces standards designed to protect the multi-billion-dollar assets of workers participating in private pension and employee benefits plans.

BUREAU OF LABOR-MANAGEMENT RELATIONS AND COOPERATIVE PROGRAMS -- This bureau encourages the development of cooperative labor-management programs, gathers and analyzes information on labor-management issues and trends, and carries out labor-management relations research.

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VETERANS' EMPLOYMENT AND TRAINING SERVICE -- This agency serves as the department's focal point for veterans' programs. It has a nationwide staff devoted to supervising and providing technical assistance to state Job Services to ensure that employment and training services such as counseling, referral and job placement are provided by law. The agency also promotes and administers employment and training programs designed to help veterans under the Job Training Partnership Act and the Emergency Veterans' Job Training Act. In addition, the agency administers the program to protect the rights to reemployment of veterans, reservists and National Guard members.

BUREAU OF LABOR STATISTICS (BLS) -- BLS is the federal government's principal data-gathering agency in the broad field of labor economics. The agency collects, analyzes, and publishes information about the work force, employment, unemployment, occupational outlook, wages and salaries, working hours, industrial relations, prices, productivity, economic growth and job safety and health.

WOMEN'S BUREAU -- The bureau seeks solutions to promote the welfare of women workers. In cooperation with public and private agencies, it explores ways to expand women's training and employment opportunities in higher-paying jobs, promotes the establishment of employer-sponsored child care services for working mothers, and develops models of innovative programs that effectively address employment-related needs of women.

EMPLOYMENT STANDARDS ADMINISTRATION (ESA) -- ESA enforces labor standards laws that protect workers. It administers equal employment opportunity requirements for federal government contractors and workers' compensation programs for federal employees, longshore and habor workers, coal miners who are victims of black lung, and certain other groups. It enforces the minimum wage, overtime pay and child labor provisions of the Fair Labor Standards Act; laws that require payment of prevailing wages and set other standards for work paid for by the government; the Migrant and Seasonal Agricultural Worker Protection Act; and the federal law limiting garnishment of workers' wages.

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EXERCISE 1

The following list indicates ways in which the Federal Government affects Americans. Place a check next to items which the Department of Labor is responsible for:

A. _____ Helping people find jobs, and sponsoring some job training.

B. _____ Helping make working conditions safe and healthful.

C. _____ Staffing the National Parks.

D. _____ Providing energy conservation guidelines.

E. _____ Administering legislation setting employment standards, including wage-hour laws and workers' compensation legislation.

F. _____ Protecting the health of the nation against impure and unsafe foods, drugs, cosmetics, and other potential hazards.

G. _____ Supervising foreign relations and interdepartmental activities of the U.S. Government overseas.

H. _____ Providing accurate and timely statistics about wages and prices.

I. _____ Exploring ways to expand women's training and employment opportunities in higher-paying jobs.

J. _____ Preventing accidents and illnesses in the nation's mines.

If you have completed this exercise, turn to the next page for the answers.

ANSWERS TO EXERCISE 1

The Department of Labor is responsible for:

A. Helping people to find jobs and sponsoring some job training.

B. Helping to make working conditions safe and healthful.

E. Administering legislation which sets employment standards including wage-hour laws and workers' compensation legislation.

H. Providing accurate and timely statistics about wages and prices.

I. Exploring ways to expand women's training and employment opportunities in higher-paying jobs.

J. Preventing accidents and illnesses in the nation's mines.

FUNCTIONS OF THE EMPLOYMENT STANDARDS ADMINISTRATION

The Employment Standards Administration (ESA) has the authority to correct a wide range of unfair employment practices. Laws and regulations setting employment standards, providing compensation to certain workers injured on their jobs and requiring federal contractors and subcontractors to provide equal employment opportunity are administered and enforced by ESA through its three component offices.

WAGE AND HOUR DIVISION (W-H)

The Wage and Hour Division was established in 1938 to administer the Fair Labor Standards Act which includes minimum wage, overtime pay, recordkeeping and child labor provisions.

Since 1938 the Wage and Hour Division's responsibility has grown to include other laws and orders which regulate employment practices. For example, the Wage and Hour Division enforces the Migrant and Seasonal Agricultural Worker Protection Act which ensures that migrant and seasonal laborers have safe and sanitary living and working conditions, and requires that records be kept of their working hours and wages.

OFFICE OF WORKERS' COMPENSATION (OWCP)

OWCP administers the Federal Employees' Compensation Act (FECA), which provides compensation benefits for federal employees who suffer job-related injuries, diseases, or deaths. FECA provides payment of medical expenses and compensates employees for time missed from work.

The Black Lung Benefits Reform Act of 1977 provides monthly payments and medical treatment to coal miners totally disabled from pneumoconiosis (black lung) caused by employment in the nation's coal mines. This law also provides monthly payments to their surviving dependents.

OWCP also administers the Longshore and Harbor Workers' Compensation Act which covers all maritime workers injured or killed upon the navigable waters of the U.S. Other groups are included through extensions of the Act.

OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS (OFCCP)

OFCCP ensures equal employment opportunity on federal contract and subcontract work.

Under an executive order and two laws, minorities, women, members of religious and ethnic groups, handicapped persons and Vietnam-era veterans who work for federal contractors are protected from job discrimination. Government contractors are also required to take affirmative action to hire and promote members of protected groups.

OFCCP's programs are designed to remedy the effects of past and present employment discrimination through back pay, job reinstatement, promotions, and other benefits.

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OFCCP's programs are designed to remedy the effects of past and present employment discrimination through back pay, job reinstatement, promotions, and other benefits.

EXERCISE 2

Place a check next to the items the Employment Standards Administration (ESA) is responsible for:

A. _____ Ensures equal employment opportunity on federal contract and subcontract work.

B. _____ Administers the trade adjustment assistance program under the Trade Act of 1974.

C. _____ Administers legislation to protect Vietnam-era veterans from job discrimination by federal contractors.

D. _____ Provides compensation benefits for federal employees and certain other groups who suffer job-related injuries, diseases, and deaths.

E. _____ Provides compensation benefits for all maritime workers injured or killed upon the navigable waters of the U.S.

F. _____ Directs the Federal-State employment services system.

G. _____ Provides monthly payments and medical treatment to coal miners disabled from pneumoconiosis (black lung) arising from their employment in the nation's coal mines, and monthly payments to their surviving dependents.

H. _____ Provides direction to U.S. Labor Attaches at embassies abroad.

I. _____ Requires unions to make annual reports and comply with standards for union elections under the Labor-Management Reporting and Disclosure Act.

If you have completed this exercise, turn to the next page for the answers.

ANSWERS TO EXERCISE 2

The Employment Standards Administration is responsible for:

A. ensuring equal employment opportunity on federal contract and subcontract work.

C. administering legislation to protect Vietnam-era veterans from job discrimination by federal contractors.

D. providing compensation benefits for federal employees and certain other groups who suffer job-related injuries, diseases and deaths.

E. providing compensation benefits for all maritime workers injured or killed upon the navigable waters of the U.S.

G. providing monthly payments and medical treatment to coal miners disabled from pneumoconiosis (black lung) arising from their employment in the nation's coal mines, and monthly payments to their surviving dependents.

In the previous exercise you identified the items ESA is responsible for. In the following situations identify the office or program within ESA that would handle these types of situations.

Feel free to refer back to the reading on "Functions of the Employment Standards Administration" on page 7.

EXERCISE 1

Melvin Anderson responded to an ad in the newspaper for a job picking fruit by traveling from Virginia to Florida. After working for two weeks he was very unhappy with the job because of the terrible working conditions. All of the workers were required to work 10 to 12 hours a day; this didn't particularly bother Melvin because he figured he would get paid overtime. When Melvin and the other workers got their paychecks they seemed to reflect only about a week's pay and no overtime at all. The workers could not figure out their salaries because they didn't receive pay statements showing hours worked, deductions taken or gross/net wages earned. The situation was made even worse because they were forced to sleep in cramped, filthy quarters with very little ventilation. A DOL investigator comes to the site where Melvin is working.

Which office or program in ESA would you expect this DOL investigator to work for? Place a check mark next to the office or program below:

.....A. WAGE-HOUR PROGRAMS

.....B. FEDERAL CONTRACT COMPLIANCE PROGRAMS

.....C. WORKERS' COMPENSATION PROGRAMS

If you have answered the question, turn to the next page for the answer.

ANSWER TO EXERCISE 1

A. WAGE-HOUR PROGRAMS, is correct.

EXERCISE 2

As you enter your office, you trip over an extension cord that is extended across the room. As a result of this fall, you receive a serious injury and will have to be off from work for several months. You wonder if you will be compensated for your injuries and who will pay your medical expenses.

Given this situation, which office or program in ESA would handle your problems? Place a check next to the office or program below:

_____A. WAGE-HOUR PROGRAM

_____B. FEDERAL CONTRACT COMPLIANCE PROGRAMS

_____C. WORKERS' COMPENSATION PROGRAMS

If you have answered the question, turn to the next page for the answer.

ANSWER TO EXERCISE 2

C. WORKERS' COMPENSATION PROGRAMS, is correct.

EXERCISE 3

Pipefitters, Inc. is a plumbing contractor. The company is preparing a bid for the contract to install the plumbing in a new federal office building. The company has never worked on a federal project, therefore, the company hopes that its past policy against hiring women will not keep it from getting the contract. What office or program enforces regulations concerning such hiring policies among federal contractors?

_____A. WAGE-HOUR PROGRAM

_____B. FEDERAL CONTRACT COMPLIANCE PROGRAMS

_____C. WORKERS' COMPENSATION PROGRAMS

If you have answered the question turn to the next page for the answer.

ANSWER TO EXERCISE 3

B. FEDERAL CONTRACT COMPLIANCE PROGRAMS, is correct.

POSITION CLASSIFICATION AND YOUR JOB

Unless specifically excepted, all positions in ESA are grouped or classified by the kind of work performed, level of difficulty and responsibility, and qualifications required. This system is called the General Schedule Classification System. This system ensures that persons performing basically the same duties receive the same pay.

The official record of your duties and responsibilities is a position description (PD). When you are hired, promoted, or reassigned, your supervisor should give you a copy of your position description. If you have not been given a copy, ask your supervisor or your personnel office for it. It should describe all the major duties and responsibilities of your position. It is not an assignment sheet; it is not intended to state the limits of what you can be required to do. Your supervisor will sometimes ask you to perform additional duties which are important to ESA's mission. You may not refuse to perform these simply because they are not mentioned in your position description.

Your position description should accurately describe what you are required to do on the job. Temporary changes in your duties (including short-term assignments to do another person's job) may occur from time to time, but these do not require new PD's. Sometimes, however, reassignments, work unit reorganizations, program changes, or other factors may change what you do. If this happens, you should obtain a revised PD from your supervisor.

Occasionally, you may be temporarily detailed from your regular position to other types of work within the Department, without change in your Civil Service or pay status. This does not require the writing of an amendment or a new position description. However, any detail lasting more than 30 days must be recorded in your Official Personnel Folder. Details are intended only for the temporary assignement of employees to work outside of their regular positions, and generally, they cannot last longer than 120 days unless prior approval has been obtained. In the absence of such approval, your detail must be terminated.

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Occasionally, you may be temporarily detailed from your regular position to other types of work within the Department, without change in your GS-grade or pay status. This does not require the writing of an amendment or a new position description. However, any detail lasting more than 30 days must be reported in your Official Personnel Folder. Details are intended only for the temporary assignment of employees to work outside of their regular positions, and generally, they cannot last longer than 120 days unless prior approval has been obtained. In the absence of such approval, your detail must be terminated.

Read the following exercises and place a check next to the response that is most appropriate for ESA employees.

EXERCISE A

Ted is a Clerk-Typist (GS-4), his position description states that he: (1) types complex material in final form, (2) receives public inquiries, (3) obtains documents and information for the supervisor and files these as necessary, and (4) maintains office supplies. His supervisor asks him to deliver an important document to an office on the other side of the building. Ted does not want to leave his desk. He asks you for advice. You tell him he should:

_____a. ask his supervisor to explain the request.

_____b. deliver the document.

_____c. contact the union representative.

_____d. refuse to deliver it because this duty is not in his PD.

EXERCISE B

Dale works in the Office of Workers' Compensation Programs. She just found out that her work unit will be undergoing a reorganization. Her supervisor informed her that as a result of this reorganization she will be permanently reassigned to another division. This will result in major changes in her duties and responsibilities. Dale should:

_____a. not expect a revised PD.

_____b. expect a pay increase.

_____c. refuse to perform the new duties and responsibilities when she reports to the new division.

_____d. expect to get a revised PD.

EXERCISE C

Norm is an Equal Opportunity Specialist (GS-7) in the Office of Federal Contract Compliance Programs (OFCCP). His PD states that he: (1) works with higher-graded specialists to monitor and support Regional and Area Office operations relating to compliance reviews, (2) assists in the review of Regionally-recommended administrative complaints involving difficult EEO issues, (3) participates in the review of case files of complaint investigations and (4) evaluates and drafts responses to requests by contractors. He is temporarily detailed to a 30-day special project which will analyze information on construction contractors. Norm should:

_____a. ask for a new PD that reflects his new duties.

_____b. perform the duties requested and leave his PD unchanged.

_____c. ask to have his duties compared with those of a co-worker.

When you have completed the exercises turn to the next page for the answers.

ANSWERS TO EXERCISES A, B, AND C

Exercise A

b. Rationale: Ted should deliver the document because it is a reasonable request and PD's do not necessarily list every task a person may be asked to do.

Exercise B

d. Rationale: Dale should expect to get a revised position description since there will be major changes in her duties and responsibilities as a result of her permanent reassignment to a new division.

Exercise C

b. Rationale: Since Norm is detailed temporarily, he will not need a new PD.

PERFORMANCE EVALUATION

Your position description describes what your duties are. Once a year you will be evaluated on how well you perform these duties. To do this, your supervisor will discuss your job with you and identify your major tasks which are called job elements. For each element, the supervisor will establish a standard for your performance. The standard is a precise description of the task and states the requirement for how you should perform it. Some elements will be described as critical. This means the element is a major aspect of your job. (In order to receive a fully successful evaluation, you must meet the standards set for all critical elements.) Your job performance is evaluated by comparing your accomplishments in each job element to the established standards.

Before the evaluation is made, your supervisor will discuss the elements and performance standards with you. After you and your supervisor review these, and any needed changes are made, a "reviewing official" (usually your supervisor's supervisor) will review them, and may either approve them or request that changes be made. Once they are approved, you will be provided with a copy of them and the appraisal period will begin.

If your overall work performance is not meeting the standards, your supervisor must plan and implement a Performance Improvement Plan (PIP) to help you understand what you must do to improve your work, and what further actions may be necessary if your work does not improve before the appraisal period ends. This will give you an opportunity to improve your performance and avoid an unacceptable rating.

Once your supervisor has completed the appraisal, he or she will send the forms to the next supervisory level for review. After the review, your supervisor will discuss it with you and ask for your signature. Even if you disagree with the rating you still should sign the form, but this will not affect your right to comment on the rating expressing your disagreement.

If you and your supervisor disagree about the rating, you can submit written comments to the reviewing official, who will make the final decision.

Performance evaluations are used to determine whether an employee will receive a regular step increase in pay (called a within grade increase). In order to receive this increase, you must complete a given number of calendar weeks of creditable service since you were hired or since your last increase and you must receive an acceptable performance evaluation.

Standards of Conduct

Beyond the particular duties described in your PD, public service employment requires high standards of honesty, integrity, and fairness, and carries with it certain rights and obligations.

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EXERCISE NO.3

Place a check next to the phrase you think is correct.

1. Deborah is a new employee in OFCCP, her supervisor is required to complete one of the performance appraisal forms and discuss it with her:

   _____a. within 90 days.

   _____b. after six months.

   _____c. within a year.

2. After Deborah and her supervisor discuss her performance appraisal, she receives it for review and she should:

   _____a. sign it and return it to the supervisor.

   _____b. discuss any discrepancy with the supervisor before signing it.

   _____c. either a or b.

3. In order to receive a fully successful evaluation an employee must:

   _____a. meet the standard for all critical elements.

   _____b. sign the performance appraisal form.

   _____c. work for DOL for at least two years.

4. In order to receive a "within grade" increase, an employee must complete a given number of calendar weeks of creditable service since hired and must receive an acceptable performance evaluation.

   _____True

   _____False

When you have completed this exercise turn to the next page for the answers.

ANSWERS TO EXERCISE NO. 3

1. **The correct response is** c .
2. **The best response is** c .
3. **The correct response is** a .
4. **The statement is true.**

WORKING HOURS AND TIME OFF

DOL employees have traditionally worked five days a week, eight hours a day to constitute a 40-hour work week. The work day has a specific starting time, one half hour for lunch and a specific quitting time. Check with your supervisor for the specific times for your office.

HOLIDAYS

The Department is closed the following legal holidays:

New Year's Day - January 1
Martin Luther King's Birthday - 3rd Monday in January
Washington's Birthday - 3rd Monday in February
Memorial Day - Last Monday in May
Independence Day - July 4
Labor Day - 1st Monday in September
Columbus Day - 2nd Monday in October
Veterans Day - November 11
Thanksgiving Day - 4th Thursday in November
Christmas Day - December 25

If a legal holiday falls on a Saturday, the Department is closed on the preceding Friday; if it falls on a Sunday, DOL is closed on the following Monday. In the Washington area, federal employees also observe Inauguration Day as a local holiday.

LEAVE

Authorized absence from duty is called "leave." You may obtain leave for personal business or vacation (annual leave), for illness (sick leave), for officially ordered military training (military leave), and for certain other reasons. Leave hours are recorded by your unit's timekeeper, a person who is assigned to keep an accurate record of leave, hours worked, and pay.

SICK LEAVE

Sick leave is used only for medically related time off such as illness, doctor appointments, dental appointments, etc. (Sick leave cannot be used to care for another member of your family who is sick.) If an illness or injury makes it impossible for you to report to work, you should notify your supervisor. If your supervisor cannot be reached, report the illness or injury to someone in your office.

ANNUAL LEAVE

Annual leave is used for vacation and personal business. If you wish to take annual leave you must obtain approval in advance from your supervisor. Absence for vacation or personal business must be charged against annual leave; such absences cannot be covered by use of sick leave.

ADMINISTRATIVE LEAVE

Administrative leave is granted on an individual basis and is governed by its purpose rather than by your length of service. An employee may be granted leave by his/her supervisor for voting, blood donations, promotion interviews (in DOL), court appearances, etc.

MILITARY LEAVE

Nontemporary employees may be approved for military leave upon presentation of the appropriate military orders.

COURT LEAVE

Court leave is excused absence to perform jury duty and, when summoned, to appear as a witness in a judicial proceeding to which the United States, the District of Columbia, or a State or local government is a party

For other forms of leave consult the Employee Handbook pages 38 and 39.

EXERCISE NO. 4

The following statements relate to working hours and time off. Indicate whether each item is true or false.

1._____ Martin Luther King's Birthday is a legal holiday.

2._____ Sick leave is granted to you when a member of your immediate family is ill.

3._____ If your illness or injury is such that you cannot get in touch with your supervisor right away, you should report the incident when you return to work.

4._____ Long-term absences due to illness are charged to annual leave.

If you have completed this exercise turn to the next page for the answers.

ANSWERS TO EXERCISE NO.4

1. True
2. False
3. False
4. False

DEPARTMENT OF LABOR SERVICES

The Department of Labor offers personal as well as job-related services. The following is a listing of services available to you.

Health Unit

Location: Federal Office Building for employees in the regional office

Field employees should ask their supervisor if locally available.

Services: Temporary relief for treatable illnesses; emergency care; physical examinations for employees over 40 years of age; immunization for travel/influenza; treatments requested by employees' private physician, e.g., bedrest, soaks, allergy injections, etc.; screening for early detection of diseases or disorders, i.e., diabetes, glaucoma, visual acuity, cancer, etc.; health education information and emergency counseling; referral and follow-up; and monthly public information campaigns and flyers on a health subject of special interest to DOL employees.

Labor Union (Field Labor Lodge)

Services: Advice and assistance on matters in connection with unfair labor practices and other job-related matters. The Union negotiates with management on working conditions and personnel policies and practices in the DOL.

DOL Federal Credit Union

Location:	**Federal Office Building for employees in the regional office.**
	Credit Unions have been established to serve the employees stationed in some field offices. Ask your supervisor if one has been established in your office.
Eligibility:	**Any DOL employee may join.**
Services:	**Savings facilities, check cashing, loans, travelers checks and money orders.**

In addition to the services outlined above, the Department offers group life and health insurance plans.

Group Life Insurance Program

Federal employees serving on appointments over one year are eligible to enroll in the Federal Employees Group Life Insurance Program. Coverage under this program begins automatically on your first day of work, and the cost is deducted from your pay checks. However, sometime within your first 31 days of work, you should complete the "Life Insurance Coverage" form (Standard Form 2817) which is in your personnel packet and return it to the Personnel Office. This form asks you to indicate whether you want to enroll in the program. If you prefer not to enroll, return the form during your first pay period to avoid the automatic deduction from your pay check.

The amount of regular insurance for which you are eligible depends upon your annual pay and increases as your salary rises. The minimum amount you can obtain is $10,000 and the maximum is $72,000. The government pays one-third of the cost for the insurance, you pay the other two-thirds. If you elect the regular insurance based on your salary, you may also elect to obtain an additional $10,000 insurance--the cost of which you must pay in full. Before you enroll in this, or any other insurance plan, compare the coverage and cost to that offered by private companies. You may be able to secure comparable coverage at a lower cost.

For additional information, read the brochure entitled The Federal Employees Group Life Insurance Program (FEGLI). If you left government service on or after February 14, 1968, and are now returning to federal service, be sure to read pages 5 and 6 of that booklet for special information.

Health Insurance Plans

The OASAM Personnel Office has a number of brochures that describe the health plans available to ESA employees. These plans are all offered at considerable savings; you may enroll yourself and members of your family. With minor exceptions, your benefits continue throughout your government service and may continue into retirement. Under certain circumstances, benefits may also continue for your family should you die. If you wish to enroll in one of the plans, notify the OASAM Personnel Office within 31 days after you start work. If you elect not to enroll, you may enroll at a later date only during an open season. If you are enrolled, you may change to another plan or another option. Open seasons are normally conducted from the Monday of the second full workweek in November through the Friday of the first full workweek in December of each year. For additional information, see the Employee Handbook, pages 52-53, or talk with a member of the OASAM Personnel Office.

Group Life Insurance Program

Federal employees serving on appointments over one year are eligible to enroll in the Federal Employees Group Life Insurance Program. Coverage under this program begins automatically on your first day of work, and the cost is deducted from your pay checks. However, remember that within your first 31 days of work, you should complete the "Life Insurance Coverage" form (Standard Form 2817) which is in your personnel packet and return it to the Personnel Office. This form asks you to indicate whether you want to enroll in the program. If you prefer not to enroll, return the form during your first pay period to avoid the automatic deduction from your pay check.

The amount of regular insurance for which you are eligible depends upon your annual pay and increases as your salary rises. The minimum amount you can obtain is $10,000 and the maximum is $75,000. The government pays one-third of the cost for the insurance, you pay the other two-thirds. If you elect the regular insurance based on your salary, you may also elect to obtain an additional $10,000 insurance--the cost of which you must pay in full. Before you enroll in this, or any other insurance plan, compare the coverage and cost to that offered by private companies. You may be able to secure comparable coverage at a lower cost.

For additional information, read the brochure entitled The Federal Employees Group Life Insurance Program (FEGLI). If you left government service on or after February 14, 1960, and are now returning to Federal service, be sure to read pages 5 and 6 of that booklet for special information.

Health Insurance Plans

The DAOAV Personnel Office has a number of brochures that describe the health plans available to DOA employees. These plans are all offered at considerable savings; you may enroll yourself and members of your family. With plans available, your benefits continue throughout your government service and may continue into retirement. Under certain circumstances, benefits may also continue for your family should you die. If you wish to enroll in one of the plans, notify the DAOAV Personnel Office within 31 days after you start work. If you elect not to enroll, you may enroll at a later date only during an open season. If you are enrolled, you may change to another plan or another option. Open seasons are normally conducted from the Monday of the second full workweek in November through the Friday of the first full workweek in December of each year. For additional information, see the Employee Handbook, pages 32-33, or talk with a member of the DAOAV Personnel Office.

EXERCISE NO. 5

The statements below are about the services offered by the Department of Labor. Indicate whether each statement is true or false.

_____A. Group life insurance begins automatically on your first day at work.

_____B. Within the first 31 days on the job, you should complete a life insurance coverage form indicating whether or not you wish to enroll in the program.

_____C. The minimum amount of life insurance coverage that you can obtain is $15,000.

_____D. Family members cannot be enrolled in the health insurance plans offered to ESA employees.

_____E. You can obtain health plan brochures from the Personnel Office.

If you have completed this exercise turn to the next page for the answers.

ANSWERS TO EXERCISE NO. 5

A. is true

B. is true

C. is false. The minimum amount of life insurance an employee can obtain is $10,000.

D. is false. Family members may be enrolled in the health insurance plans offered.

E. is true

OFFICE OF THE ASSISTANT SECRETARY FOR ADMINISTRATION AND MANAGEMENT (OASAM)

OASAM provides staff support for the regional offices of all the Department of Labor. OASAM provides support services in matters of financial management and/or data processing, personnel management, training, planning, internal review and control, research, and general administrative services. Also available is a Equal Employment Opportunity Specialist.

Below is a brief summary of some of the services provided by OASAM. For other services, consult your supervisor.

PERSONNEL OFFICE

The Personnel Office's function is to provide advice and assistance to managers and employees in the areas of staffing, classification, organization management, employee and labor relations.

You can review job announcements and information on the specific qualifications for positions within DOL. You can also obtain counseling on job openings, promotion procedures, job evaluations, etc. from the personnel specialist assigned to service the program area you work in.

The Personnel Office can give you information on all employee benefits program (Life Insurance, Health Benefits, Tax Information, Bonds, Allotments). You may also review your Official Personnel Folder by showing proper identification.

TRAINING OFFICER

There are various training programs to help employees improve their present job performance or to pursue future career goals within the ESA and DOL. Training is also available at authorized outside educational institutions. Training must be directly or indirectly related to the job the employee holds or may hold some time in the future. Training requests may be approved if they are closely related to job performance and if funds are available.

ACT - Act is a career development program for the Department's administrative, clerical and technical employees, GS-1 through 11. The purpose of the program is to help employees develop skills for future positions to which they might reasonably aspire in DOL. The principle elements of the program are voluntary participation, supervisory support, career planning and counseling, individual development plans, training and other developmental opportunities and evaluations of progress.

The Professional Development Program - This program provides an opportunity for professional employees, GS-5 through 15, to improve their present performance and broaden their skills. Courses can include DOL courses and seminars, long-term training, college courses and conferences offered by professional organizations.

Supervisory Program - This program is designed to improve supervisory performance and leadership skills, and to develop potential for greater responsibility. Four courses are required by the Department: Core Training for Supervisors, Human Side of Management, Equal Employment Opportunity, and Labor-Management Relations. Additional and optional courses are also offered.

EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST

The Equal Employment Opportunity Specialist provides confidential counseling for any employee who believes he/she has been subjected to discrimination because of color, race, handicap, religion, sex, age, or national origin.

Reviewed by: .....
(Supervisor)

Date Reviewed: .....

REVIEW

The review questions below are designed to help you remember what you have read in this booklet but are more like a test in two ways. First, we want you to try to answer them (at least initially) without referring to the readings. Second, after you have finished the review questions, take your answers to your supervisor to be checked. This will determine if the booklet has successfully provided you with key items of information a new ESA employee needs to know.

The statements below refer to the information on the functions and services of the Department of Labor and the Office of the Assistant Secretary for Administration and Management. Tell whether each statement is true or false.

1._____If a permanent employee elects not to enroll in a health plan within 31 days after starting work there will not be another opportunity to enroll at a later date.

2._____A federal employee is injured when an elevator door malfunctions and closes on his arm in the Federal Office Building where he works. In order to ensure that he is compensated for his injuries, he should report the incident to the Act Program office.

3._____The DOL is closed on New Year's Eve.

4._____All employees should receive a performance evaluation within one year of their starting date and every six months after that.

5._____The ESA provides energy conservation guidelines for all federal offices.

6._____The ESA provides compensation benefits for maritime workers injured or killed on the nation's navigable waters.

7._____The ESA's Office of Workers' Compensation Programs provides monthly benefits to coal miners who are totally disabled from pneumoconiosis due to their employment in the nation's coal mines.

8._____No training programs are offered to help employees improve their present job performance.

Reviewed by: .....
(Supervisor)

Date Reviewed: ...../...../.....

REVIEW

11

The twelve questions below are designed to help you remember what you have read in this booklet but are more like a test in two ways. First, we want you to try to answer them (at least initially) without referring to the readings. Second, after you have finished the review questions, take your answers to your supervisor to be checked. This will determine if the booklet has successfully provided you with any ideas of information a new GSA employee needs to know.

The statements below refer to the information on the functions and services of the Department of Labor and the Office of the Assistant Secretary for Administration and Management. Tell whether each statement is true or false.

1. _____ If a permanent employee elects not to enroll in a health plan within 31 days after starting work there will not be another opportunity to enroll at a later date.

2. _____ A federal employee is injured when an elevator door malfunctions and closes on him/her in the Federal Office Building where he works. In order to assure that he is compensated for his injuries, he should report the incident to the Ask Program office.

3. _____ The GSA is closed on New Year's Eve.

4. _____ All employees should receive a performance evaluation within one year of their starting date and every six months after that.

5. _____ The GSA provides energy conservation guidelines for all Federal offices.

6. _____ The GSA provides compensation benefits for workers injured or killed on the nation's navigable waters.

7. _____ The GSA's Office of Workers' Compensation Programs provides monthly benefits to coal miners who are totally disabled from pneumoconiosis due to their employment in the nation's coal mines.

8. _____ No training programs are offered to help employees improve their present job performance.

In the following situation identify the correct answer by placing an "x" in the blank.

SITUATION

Anne is injured when a file drawer she is trying to open falls on her foot. She is rushed to the Health Unit and from there is sent to a near-by hospital. She is unable to return to work for two weeks. Her questions about compensation for her injuries and about payment of her medical expenses should be directed to:

____A. Federal Contract Compliance Programs

____B. Wage-Hour Program

____C. Workers' Compensation Programs

____D. The Health Unit

You have come to the end of the orientation materials. Thank you for your cooperation. We hope that this information will be useful to you as you settle into your new job. Further questions dealing with administrative matters may be answered in the Employee Handbook that is included in your Orientation Kit or by a member of the personnel staff.

Take your answers to the review part of this booklet to your supervisor to be checked.

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